

Tips for a successful project (IM Program)

Strong project governance: Projects need a clear governance structure with defined roles and responsibilities. This includes project sponsors, interested parties, and a project manager (PM) to ensure accountability and decision-making authority.

Scope appropriately with contingencies: Define a clear and realistic project scope that can be accomplished within the given timeline. Include contingency plans for potential risks or unexpected challenges. This proactive planning helps prevent scope creep, keeps the project on track, and ensures resources are available to address unforeseen issues without jeopardizing the overall success.

Resource management and allocation: Make sure your project has all the resources it needs—time, money, people, and tools. Regularly check how these resources are being used and adjust as needed to prevent delays or overworking your team. Proper resource management keeps your project on schedule and within budget, helping you achieve your goals.

Continuous risk management: Throughout the project lifecycle, continuous risk identification, assessment, and mitigation planning are essential. Projects should proactively manage risks to avoid unexpected delays or cost overruns.

Consistent communication: Maintain regular, open communication with all key individuals and groups involved in or affected by the project. This ensures alignment, addresses concerns early, and keeps everyone informed as the project progresses. Engaging with these groups throughout the project helps to avoid surprises and ensures continued support.

Agile project management: Using agile project management helps teams stay flexible, adapt to change, and deliver value in steps. By breaking the project into smaller tasks, you can achieve quick wins and make adjustments as needed.

Organizational Change Management (OCM): Projects involving process or technology change need a strong OCM plan. This includes preparing, supporting, and guiding the impacted teams through the transition to ensure project adoption and long-term success.

Measurable business outcomes and KPIs: Establish measurable project outcomes and track them through key performance indicators (KPIs). This ensures projects are aligned with business goals and provides data-driven insights into their success.

Post-implementation support: After the project is completed and delivered, it's crucial to provide ongoing support to ensure smooth adoption and address any issues that arise. Establish a dedicated support plan that includes training, troubleshooting, and a clear escalation process for resolving problems quickly. This ensures long-term success and user satisfaction while minimizing disruptions to operations.

Post-implementation review: Once the project is complete, conduct a post-implementation review to assess what worked well and what didn't. Document lessons learned and apply them to future projects to improve outcome.

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